

Minutes of the Personnel Committee

Tuesday, May 20, 2003

Chair Paulson called the meeting to order at 1:02 p.m.

Present: Supervisors Duane Paulson (Chair), Jeff Morris, Bob Thelen, and County Board Chair Jim Dwyer. Carl Seitz arrived at 1:08 p.m. whereby Dwyer left the meeting. Don Broesch arrived at 1:12 p.m. **Absent:** Matt Thomas and Pete Gundrum.

Also Present: Legislative Policy Advisor Mark Mader, Citizen Terry Tesch, Senior Risk Management Analyst Jeff Newcomb, Senior Financial Analyst Mike Baniel, Principal Human Resources Analyst Terry Sgarlata, Employment Services Manager Sue Zastrow, Labor Relations Manager Jim Richter, Public Works Director Rich Bolte, and Communications Center Contract Manager Richard Tuma.

Approve Minutes of April 15, 2003

MOTION: Morris moved, second by Thelen to approve the minutes of April 15. Motion carried 4-0.

Schedule Next Meeting Dates

June 3, 2003.

Executive Committee Report

Paulson advised of the following issues discussed at the last Executive Committee meeting.

- State Rep. Lehman appeared to discuss potential changes to tax incremental financing districts.
- Reviewed the Worker's Compensation internal audit which will be on the next Personnel Committee agenda.
- Discussed Act 150 recommendations relative to the Federated Library System. An ordinance will be forthcoming to adopt the recommendations and form a committee to look into the capital costs issue.
- Approved the appointments that were included in the last yellow packet.

Seitz arrived at 1:08 p.m. whereby Dwyer left the meeting.

Future Agenda Items

Paulson said an ordinance to approve the elected officials' salary increases will be on the next agenda. He also expects to receive an ordinance, which he helped work on, for authorization to pay legal fees for sworn officers who appropriately use deadly force.

1st Quarter Status Report on Worker's Compensation Claims

Newcomb reviewed his report as outlined entitled "Waukesha County Worker's Compensation 1999-2003 Claims History Summary." By the end of the 1st quarter of 2003, 21 claims had been opened and 19 remained open. The total incurred was \$51,980. Since 1999, 517 claims have been opened, 37 remained open, and the total incurred was \$1,779,626.

Broesch arrived at 1:12 p.m.

Newcomb highlighted those claims that have opened and closed since his last report.

Update on Physical Fitness Standards in the Sheriff's Department

Richter gave an update on this work project. A workgroup has been created consisting of staff from Human Resources, Risk Management, Corporation Counsel, and the Sheriff's Department. Informal requests for information are being sent to two organizations that have background in this area to find out how much a physical fitness or job simulation program would cost, how they would be implemented, and their opinions as to what type of program would best fit our needs. Richter noted there are very few

organizations out there with this expertise. Richter indicated that interviews will be conducted and recommendations will be brought before the Personnel Committee.

Ordinance 1580- 018: Creation of Positions for Waukesha County Communications Center

Bolte, Richter, and Tuma were present for this issue. Tuma highlighted his extensive background and experience in communication centers. Bolte said filling this position on a contract basis was a major step forward and he's hopeful Tuma will stay with the County once the center's managerial position is created.

Richter said this ordinance creates the positions for the center on a phased-in approach. Effective upon approval of this ordinance the following regular full-time positions will be created: One (1) Communication Center Manager (\$2,839-\$3,490, 2003 biweekly salary), one (1) Communication Center Specialist (\$1,557-\$1,988), and one (1) Senior Information Systems Professional (\$1,766-\$2,647). Effective October 1, 2003, one (1) regular full-time position of Communications Center Supervisor (\$1,557-\$1,988). Effective January 1, 2004, one (1) Clerk Typist III (\$916-\$1,035) and five (5) Communications Center Supervisors. Effective no later than June 1, 2004, with the transition of operations to the new communications center, transfer and re-title fifteen (15) regular full-time positions of Radio Dispatcher (\$1,194-\$1,306) and two (2) regular full-time positions of Lead Radio Dispatcher (\$1,283-\$1,446) to regular full-time positions of Telecommunicator in the Public Works Department (\$1,194-\$1,372). Effective January 1, 2004, create two (2) regular full-time positions of Clerk typist II (\$861-\$973) in the Sheriff's Department, and effective June 1, 2004, create nineteen (19) regular full-time positions of Telecommunicator (\$1,194-\$1,372).

Richter said the Communication Center Manager will have the ability to hire staff either on a full- or part-time basis. Part-time employees are sometimes needed for 24-hour operations for flexibility purposes, similar to the Mental Health Center. He advised that the Public Works and Judiciary & Law Enforcement committees approved this ordinance unanimously.

MOTION: Broesch moved, second by Paulson to approve ordinance 158-O-018. Motion carried 4-1. Seitz voted no.

Ordinance 1580- 016: Communication Center Supervisor Wage and Benefit Transition Plan and Telecommunicator Retention Plan

Richter said the first clause of the ordinance entails employee rights. The County Board adopted an ordinance approving bargaining and transition benefits associated with the dispatchers. Richter said there may be some employees from LACS or Brookfield who are hired into a supervisory position. Staff want to be consistent in terms of our treatment of those individuals and Richter said this allows them the same transition benefits that the Board approved for the dispatchers.

The second clause involves a one-time transition and retention benefit of \$500. The core for making this project work are the telecommunicators – the dispatchers themselves. Staff have every intention of hiring as many current workers as they can, including those from the County, LACS, and Brookfield. There will be a fairly significant learning curve not only for newly hired dispatchers but also for current workers due to a new system. The \$500 is a reward for those workers who stay through the transition. The ordinance states that anyone hired before December 15, 2004 as a telecommunicator will be eligible for a one-time retention payment of \$500 if they successfully complete the training and probationary period.

Paulson advised of two minor amendments to the ordinance being recommended by Chief of Staff Lee Esler: Add the words "dollars" after "\$500" on line 34 and "of salary" between the words "weeks" and "paid" on line 38.

Richter said the third clause of the ordinance also involves retention. Several years ago the County Board approved, on a limited term basis, the Dispatch Coordinator position in the Sheriff's Department. This position has sunsetted and will be abolished beginning December 31, 2004. However, this person will

play a critical role in the transition. There is no guarantee of employment for this person on an ongoing basis beyond December, 2004 and therefore, they want to provide an incentive to stay through the transition. If this person stays through December 15, 2004 they will be paid up to four weeks of salary and the County's contribution toward three months of health insurance.

Broesch was concerned that this should be contingent upon the union signing a letter of understanding. Richter said the union has stated verbally they have no objections to this ordinance at all. Broesch and others felt getting this in writing would be beneficial whereby Richter said he would obtain this in writing prior to this ordinance going before the full County Board.

MOTION: Broesch moved, second by Seitz to approve the amendments. Motion carried 5-0.

MOTION: Broesch moved, second by Thelen to approve ordinance 158-O-016 as amended. Motion carried 5-0.

Ordinance 158O- 019: Ratification of 2002-2003-2004 ACCORD Collective Bargaining Agreements

Richter discussed this issue which affects correctional officers and radio dispatchers – 110 employees total. In general, this agreement parallels the agreement that the County Board adopted for the Deputy Sheriff's Association, including the health insurance plan changes that the County had been seeking and proposing for the Point of Service Plan for all the bargaining units. The POS changes are effective August 1, 2003. Richter said it would have been too difficult to transition this for a July effective date. Also effective August 1st are CompCare HMO plan changes. Richter reviewed other changes as outlined in the ordinance including a union name change, inclusion in a Section 125 Medical Reimbursement Plan, inclusion in a Post Employment Health Reimbursement Plan (with annual \$200 County contributions for eligible employees), and salary increases of 3%, 2%, 2%, 2%, and 2% from December 29, 2001 (retroactive) through June 26, 2004.

For informational purposes, Sgarlata distributed information on the AFSCME Master Unit contract changes which are due to the arbitrator recently accepting the County's final offer as opposed to the union's. Richter said a summary of these changes will be forthcoming but no ordinance is necessary.

MOTION: Thelen moved, second by Morris to approve ordinance 158-O-019. Motion carried 5-0.

Closed Session

MOTION: Broesch moved, second by Morris to go into closed session at 2:24 p.m. in accordance with Section 19.85 (1)(e) Wis. Stats. for the purpose of discussing collective bargaining issues associated with the 2002-2005 labor contracts, and to approve the closed session minutes of November 26, 2002 and April 15, 2003. Motion carried 5-0.

MOTION: Broesch moved, second by Morris to return to open session at 3:05 p.m. Motion carried 5-0.

MOTION: Seitz moved, second by Thelen to adjourn at 3:05 p.m. Motion carried 5-0.

Recorded by Mary Pedersen, Legislative Associate.

Respectfully submitted,

Peter Gundrum
Secretary